



Create a Prior Authorization for an Expense

November 2025

Overview

Introduction: The QRG provides step-by-step instructions to help employees create and submit a prior authorization for an expense. You must have an approved prior authorization to submit an expense report.

Audience: All Employees

| How To – Summary

Step 1: Sign in to Oracle Cloud.

Step 2: Navigate to the Expenses work area.

Step 3: Select the Authorization icon (crystal ball).

Step 4: Select Request Authorization.

Step 5: Enter expense details.

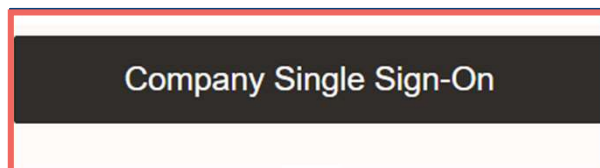
Step 6: Include any attachments like an itinerary or cost estimate by clicking the + icon.

Step 7: On the Estimate Expense screen, select appropriate options from the drop-downs. Then click Save and Close.

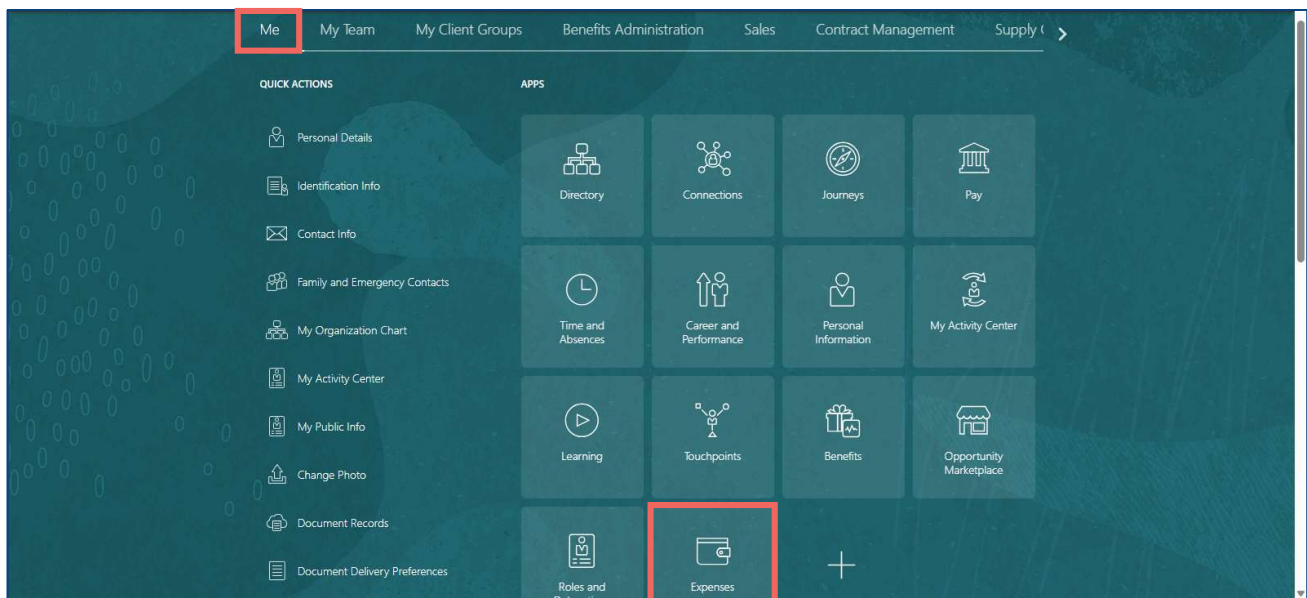
Step 8: Review all details then click Submit.

Initial Navigation

Step 1: Sign in using Single Sign-On (SSO): Click **Company Single Sign-On**, enter your **UUID** and **Password**, then click **Login**.

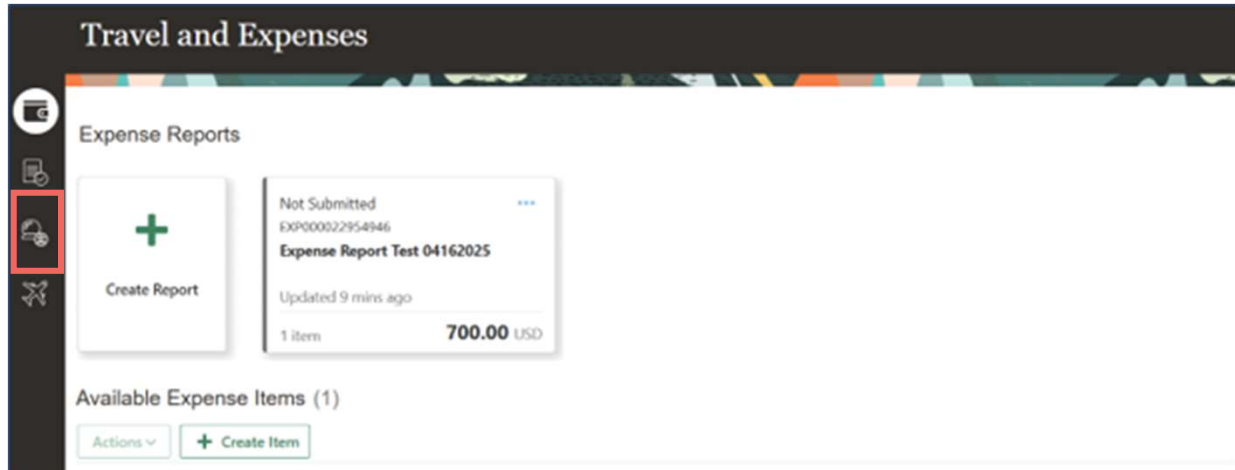
A login form titled "Login to Oracle Cloud". It contains two input fields: "UUID" with a placeholder "e.g., jsmith" and "Password". Below the fields is a blue "Login" button.

Step 2: On the Oracle **home page**, toggle to **Me** tab and click **Expenses**.

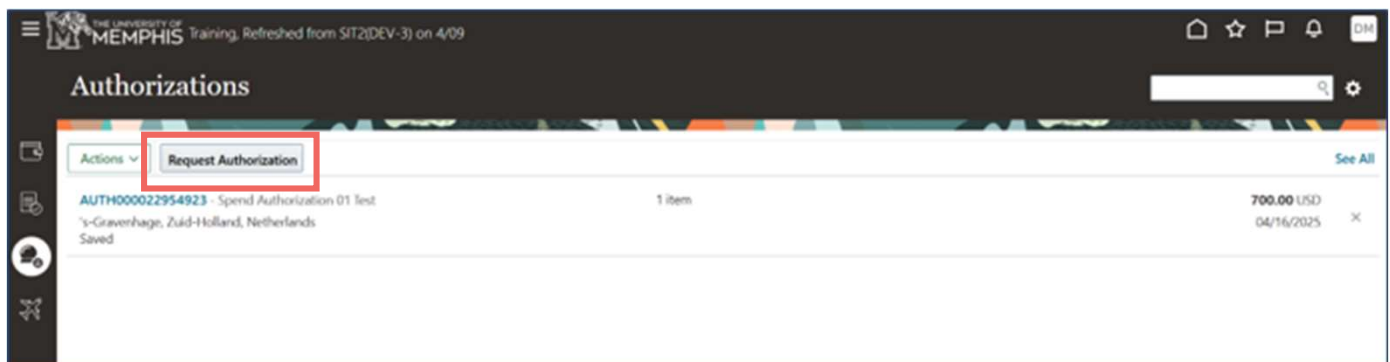


Create Prior Authorization

Step 3: Under the **Travel and Expenses** screen, click the **Authorization Icon** (crystal ball icon).



Step 4: Select **Request Authorization** to start a new pre-authorization request.



Add Estimated Expenses

Step 5: Enter as much detail as possible in the fields provided. Fields marked with an asterisk are required.

Authorization: AUTH000022954923 ?

Save and Close Submit Cancel

PurposeSpend Authorization 01 Test

Estimated Total700.00USD

* Expense Location'S-Gravenhage, Zuid-Holland, Netherland

* Start Date04/21/2025

* End Date04/25/2025

AttachmentsTravel Itinerary .pdf + X

StatusSaved

Estimated Expenses (1)

+

Step 6: Include **attachments**, such as the travel itinerary or cost estimates to your request. Click the + icon to add, and the X to remove.

Attachments

Travel Itinerary .pdf + X

Step 7: Click the **plus (+) icon** in the **Estimated Expenses** section to add expense estimates to your request.

Estimated Expenses (1)

+

Submit Prior Authorization

Step 8: The **Estimate Expense** screen will open. Select the appropriate options from the **drop-downs**, then click **Save and Close**.

Estimate Expense ⓘ

Save and Create Another Save and Close Cancel

* Template In State Travel

* Type

* Amount USD

Attachments None

Step 8: Review your details and click **Submit**.

Authorization: AUTH000022954923 ⓘ

Save and Close Submit Cancel

Purpose Spend Authorization 01 Test

* Expense Location s-Gravenhage, Zuid-Holland, Nederland

* Start Date 04/21/2025

* End Date 04/25/2025

Attachments Travel Itinerary.pdf

Status Saved

Estimated Total
700.00 USD

Estimated Expenses (1)

+ Airfare 10-110002-50002-71102-200-00000-00000-00000 A190051A 01 A190051 114500 700.00 USD

Missing required fields